

**Leon County Housing Finance Authority  
September 8, 2016  
Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chairman  
Mr. Thomas Lewis, Vice-Chairman  
Dr. Jeffrey Sharkey, Secretary  
Mr. Andrew Gay  
Ms. Marnie George  
Mr. Allen Stucks

**MEMBERS ABSENT:** Ms. Gail Milon

**FINANCIAL ADVISOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**STAFF PRESENT:** Ms. Eryn Calabro- Director, HSCP  
Mr. Lamarr Kemp, Director, Housing Services, HSCP  
Ms. Jennifer Sousa  
Mr. Dan Rigo, County Attorney's Office  
Ms. Mitzi McGhin, Leon County Real Estate

**GUESTS PRESENT:** Ms. Wanda Carter, Leon County Affordable Housing Advisory Committee

**Call to Order by Chairman Rogers**

With a quorum present, Chairman Rogers called the HFA meeting to order at 12:05 P.M.

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**Agenda Item #1**                      **Membership Roll Call.** Staff called the Membership Roll and attending members were Chairman Rogers, Mr. Lewis, Dr. Sharkey, Mr. Gay, Ms. George, and Mr. Stucks.

Chairman Rogers welcomed Ms. George to the Board.  
Ms. Leigh thanked the members for their support after her surgery.

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**Agenda Item #2:**                      **Approval of the September 8, 2016, Agenda**

**Action Taken:** Chairman Rogers called for a motion for approval of the September 8, 2016 Meeting Agenda. Mr. Stucks motioned to approve and it was 2<sup>nd</sup> by Mr. Sharkey. Motion passed unanimously.

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**Agenda Item #3:**                      **Approval of the June 16, 2016, Minutes**

**Action Taken:** Chairman Rogers called for a motion for approval of the June 16, 2016 Meeting Minutes. Mr. Sharkey motioned to approve and it was 2<sup>nd</sup> by Mr. Stucks. Motion passed unanimously.

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**Agenda Item #4:                      Public Comment**

**Action Taken:**                      Ms. Carter of the Leon County Affordable Housing Advisory Committee introduced herself.

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**Agenda Item #5A                      Financial Report**

Mr. Gay and Mr. Hendrickson presented a report on HFA finances. A discussion followed. Chairman Rogers called for a motion to accept the July 31, 2016 Financial Statement.

**Action Taken:**                      Mr. Stucks motioned to accept the July 31, 2016 Financial Statement and was 2<sup>nd</sup> by Mr. Gay. Motion passed unanimously.

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**Agenda Item #5B:                      Presentation of Income & Expense through July 31, 2016**

Mr. Gay and Mr. Hendrickson reported on Income and Expenses through July 31, 2016.

**Action Taken:**                      No Action Required

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**Agenda Item #5C:                      Reconciliation of Leon County Detailed Expense Report to HFA Financial Statement and Income & Expense Report**

Mr. Gay and Mr. Hendrickson reported on how the detailed expense report generated by Leon County had been adjusted for reconciliation with the HFA's Financial Statement and Income and Expense Report.

**Action Taken:**                      No Action Required

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**Agenda Item #6A:                      Emergency Repair Program**

Mr. Kemp reported the program would be reactivated immediately. Mr. Kemp suggested that the program be used in conjunction with hurricane damage repairs. A discussion followed as to how that might work, and how existing persons on the waiting list for repairs would be treated. The Board also discussed authorizing additional funds for the program, communicating to the Board of County Commissioners that the program existed, and suggesting that the County utilize its funds through this program, particularly for hurricane related repairs. Mr. Hendrickson also suggested that the County apply for special disaster relief SHIP funds.

**Action Taken:**                      Mr. Stucks motion to add an additional \$10,000 to the program, and to roll the authorization to FY 16-17 if the funds were not spent this fiscal year, and were seconded by Dr. Sharkey. Motion passed unanimously.

The Board asked Chairman Rogers to communicate to the Board of County Commissioners that this program exists and how it works.

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**Agenda Item #6B: Financial Advisor Contract**

Mr. Rigo reported that the Financial Advisor contract was on the BOCC agenda for September 20, 2016.

**Action Taken:** No Action Required

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**Agenda Item #6C: Legal Services RFQ**

Mr. Rigo updated the Board on the process for selecting a legal counsel for the HFA, including the initial meeting of the Review Committee and the scheduling of an additional Review Committee meeting for September 15—at which time oral presentations from the firms would be heard. Mr. Rigo cautioned that because Review Committee members were at this meeting, they could not discuss the merits of the firms or other business of the Committee. **Mr. Rigo reported that the Review Committee would make a recommendation/ranking of the firms to the HFA Board in October, at which time the Board could authorize negotiations with the top ranked firm.** He stated that after that process was completed, a contract would be drafted for BOCC approval.

**Action Taken:** No Action Required

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**Agenda Item #6D: County Real Estate Policy**

Mr. Rigo reported that the Osceola Street property had been sold for a price of \$34,100, and that the HFA had received the net proceeds (less realtor commission) of \$33,077. Mr. Hendrickson reported on the updates to the property spreadsheet. Ms. Leigh and Mr. Rogers reported on their initial analysis of the new properties. **Mr. Hendrickson stated that staff would prepare a formal recommendation for prioritizing properties at the October HFA meeting.**

**Action Taken:** No Action Required

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**Agenda Item #6E: Future Role of the HFA**

Mr. Hendrickson noted that the Board had asked staff to move forward with amendments to the HFA Ordinance that would give the HFA greater independence. Mr. Rigo reported that the Ordinance changes were being discussed, but that no formal action had taken place. **The Chairman directed staff to get the process moving forward.** Ms. Calabro stated that staff was researching the structure of other HFA's. The Chairman asked the Financial Advisors to assist Ms. Calabro.

**Action Taken:** No Action Required

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**Agenda Item #6F: "To-Do" List**

Mr. Hendrickson presented the "to-do" list..

**Action Taken:** No Action Required.

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**Agenda Item #7: New Business**

There were no items raised.

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**Agenda Item # 8:**                      **Adjournment**

This meeting was adjourned at 1:15 P.M.

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Mike Rogers, Chairman

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Jeffrey Sharkey, Secretary      Date: